

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 13 March 2023

CLOSING DATE: 24 March 2023

JOB TITLE: Project Development Facilitator X6 (12 months contract)

REGION: Eastern Cape Regional Office(East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office based in East London.

Objective of the Position

The Project Development Facilitator will provide technical support and assist in the effective implementation of all allocated projects. The Project Development Facilitator will provide inputs on project planning, and effectively execute and monitor such projects.

Key Performance Indicators

- Ensure timeous allocation of approved projects to Service Providers.
- Ensure That All Pre-Contractual Conditions Are Satisfied before Instruction to Proceed Is Issued to The PSP/Contractor.
- Carry Out Quality and Performance Reviews for All Projects at Key Hold Points (Inception, Preliminary, Detail Design, Tender, PC, Construction, WC, FC, FA, COR).
- Develop and Monitor Baseline Performance Plans (Physical and Financial) For Each Project.
- Achievement of Performance Targets (Physical and Financial) throughout the project life cycle i.e. Initiation, Planning, and Execution & Closing.
- Ensure that all site instructions and construction drawings issued to the contractors are on site and available for inspection.
- Ensure that each project achieves PC/WC/FC within the contractual PC/WC/FC dates.
- Ensure compliance Quality of Works.
- Contracts/Projects Record Management and Filing Commensurate with The Stage of the Project in Soft and Hard Copy.
- Prepare Monthly Invoices & Payments .
- Prepare Weekly and Monthly Progress Reports.
- Conduct and keep a record of site handover, technical and progress meetings in both a soft and hard copy
- Evaluate Extensions of Time Within Contractual Stipulated Periods.
- Close All Projects Within the Contractual Timeframes and where Extended, Extension of Time to Be Provided, where Contractor is in Culpable Delay, Proof of Consequence Management Action Taken to Be Shown.

- Ensure That EFMS Is Up to Date and Commensurate with The Stage of the Project.
- Risk and Issue Management Including Reporting to Management and Resolution.
- Participate in SCM processes as and when required (BSC, BEC).
- Liaise with and manage all relevant stakeholders (e.g. Education Districts, Principals, SGB's, PSU and Business Forums).
- Effectively engage with all stakeholders and ensure that they are kept abreast of project/ programme progress and relevant developments.

Qualifications and Experience

- National Diploma/ B-Tech degree or Bachelor's Degree in Civil Engineering /Construction Management / Quantity Surveying or related field.
- A minimum of 3 years relevant experience.
- At least 2 years' experience in managing medium to large scale projects.
- Practical experience in technical aspects of rural water, household sanitation and institutional sanitation projects.
- A valid driver's license and a reliable motor vehicle.
- Excellent computer skills (MS Word, Excel and Power Point).
- Effective report writing skills.
- Commitment to rural development principles, and the vision and values of The Mvula Trust.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.